

C-O-P-Y

1 December 1955

MEMORANDUM FOR: Comptroller

SUBJECT : Financial and Budgetary Review of Projects

1. The Comptroller responsibilities for the financial review and budgetary control of projects will be properly carried out if two functions are performed:

a. The Budget Division of your office review, certify availability of funds, and maintain financial history records of all projects.

b. A recurring review of active projects by representatives of your office.

2. In order to clarify the procedure in the Staff of SSA-DD/S and the DD/P Staff Offices and Divisions, the following procedure will be followed with respect to the financial and budgetary review of projects:

a. The Staff of SSA-DD/S will forward new projects, project amendments, or project terminations to the Budget Division. This Division, serving for the Comptroller, will (1) review the project and financial data sheet to determine program or activity classification and estimated cost, (2) determine and certify as to availability of funds, and (3) establish and maintain project control records to reflect the authorizations, allotments, and obligations thereunder.

b. After the project has been approved by appropriate authority, written notification of the approval is sent to the Budget Division to provide authority to (1) adjust the records to the amount approved, and (2) issue allotments as required within amount approved.

The above review, recording, and filing of approving authority of the individual projects by the Budget Division, plus the Staff review provided by SSA-DD/S provides an adequate base of information for use in future budgetary considerations, review or follow-up.

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3. It is realized that the goal of an effective recurring review of all proprietary and subsidy project budgets has not yet been accomplished. The Comptroller's Office through the Budget Division, shall, to the extent that it has adequate staff, keep current on the budget situation in all such projects and review them with the offices or divisions administering the project as important program adjustments or major financial adjustments are brought forward and, at least once a year, on an over-all basis. In addition, there will be a review of the budgetary requirements of projects, during the development of the budget program, by representatives of the Comptroller's Office.

4. A growing emphasis recognizing the Agency responsibility in this area should be continued within the capabilities of your Budget Division.

/s/

I. K. WHITE
Deputy Director
(Support)

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